MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
DIVISION OF WORKFORCE DEVELOPMENT
MOJOBS ACCESS REQUEST

Completed forms can be scanned and emailed to:
dwdsupport@ded.mo.gov OR faxed to: (573)526-5782

Approved Requester		Region		Request Date	

Access Type			
☐New Employee	☐Reactivate	☐Change Access	☐Terminate Access

Complete User Information Below			

First Name		Middle Initial		Last Name	

Email Address		Primary Phone Number		Ext	

Fax		Alternate Phone Number	

Agency/Subcontractor		Job Title	

Position (Check all that apply) ☐DVOP ☐LVER ☐Staff

Complete Default Office Information Below			

Default Office Name		County	
Office Address Line 1			
Office Address Line 2			

City		State		Zip	

Additional Office Access needed, please list

Program Affiliation (Check all that apply)

☐ WIOA(Workforce Innovation and Opportunity Act)
    Fundable Yes
☐ WP(Wagner-Peyser)
    Fundable Yes
☐ SNAP Employment and Training
    Fundable Yes
☐ TAA (Trade Adjustment Assistance)
    Fundable Yes
☐ Show Me Hero – OJT
    Fundable Yes

☐ STL Career Pathways Grant
    Fundable Yes
☐ Jobs Plus
    Fundable Yes
☐ Veterans Intensive
    Fundable Yes
☐ H-1B
    Fundable Yes
☐ Other (Please describe)
    Fundable Yes

Privilege Group (Choose only one)

☐ **Read Only** – For staff requiring system access to view records with little or no data input.

☐ **Case Manager** – For staff actively managing individuals and/or employers within the system.

☐ **Youth Case Manager** – For staff actively managing youth within the system.

☐ **Veteran Staff** – For staff designated as a DVOP or a LVER whose primary focus is veteran assistance.

☐ **Case Manager Plus**- For staff actively managing individuals or employers within the system who also need to manage H2A or H2B job orders.

☐ **State Coordinator** – For staff coordinating one or more programs at the state level who are not actively managing individuals or employers.

☐ **Program Manager** – For staff managing programs within the system at the state level who are not actively managing individuals or employers.

☐ **Job Stat** – For staff focused on reporting and progress statistics within the system who are not actively managing individuals or employers.

☐ **Functional Leader** – For staff designated as the functional leader of a job center or multiple job centers.

☐ **Technical Support Analyst** – For staff working in the technical support unit of DWD.

Additional Functions	
☐ **Supervisor Functionality** – Increased abilities to manage case assignment groups, job orders, employers, events, correspondence templates, and case note templates. ☐ **Basic Fund Management** – Necessary for staff who approve vouchers, enter payments, void payments, and view fund streams.	☐ **Advanced Fund Management** –Staff can enter regional budgets, budget reserves for specific services, create default budgetary limits for individuals and fund stream services. This functionality includes all functions available under Basic Fund Management as well.

Reports	
☐ Live Data	☐ Summary– Please specify
☐ Detailed – Please specify	☐ Other Report – Please specify

Miscellaneous Functionality Needed
Please Describe

Authorization for staff access		
Supervisor First and Last Name (Please Print or type)		
Supervisor Signature		Date
I have verified that the user listed on this form has taken the confidentiality training, passed the test, and completed the user attestation form.		
Approved Requester First and Last Name (Please Print or type)		
Approved Requester Signature		Date
I have verified that the user listed on this form has taken the confidentiality training, passed the test, and completed the user attestation form.		

TSU Staff Use Only